Putative Father Registry System

(PFR)

INSTRUCTIONS
FOR
USING THE PFR SYSTEM

June 12, 1997

PUTATIVE FATHER REGISTRY SYSTEM

1. To bring up the PFR Main Menu:

- From the Program Manager in Windows, Double Click on the AC&FSD ICON

  AC&FSD

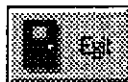- Double Click on the Putative Father Registry ICON

  PFR

You should get the following menu:

PUTATIVE FATHER REGISTRY

CHILD/MOTHER SEARCH

Select the desired option by clicking on the appropriate button.

- **PUTATIVE FATHER REGISTRY** - Enter Putative Father Information.
- **CHILD/MOTHER SEARCH** - Search Registry by Child or Mother's name

Exit - Exits Paradox and returns to Windows

Section I

Putative Father Registry

SECTION I: PUTATIVE FATHER REGISTRY

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│  ═    DEPARTMENT OF HUMAN RESOURCES - [PUTATIVE FATHER REGISTRY]      ▼  ▲ │
│  ═   File   Edit   View   Form   Record   Properties   Tools   Window   Help   ▲ │
├──────────────────────────────────────────────────────────────────────────────┤
│  Date Registered: [          ]                          Internal ID: [      ]    │
│                                                                                  │
│  Father's SSN: [            ]      Father: [                              ]       │
│                                                                                  │
│  Address: [                              ]                                       │
│                                                                                  │
│  City: [                    ]     State: [   ]   Zip: [          ]               │
│                                                                                  │
│  ┌──────────────────────────┬──────────┬──────────────────────────────┐  ▲     │
│  │       Child's Name        │   DOB    │            Mother            │        │
│  ├──────────────────────────┼──────────┼──────────────────────────────┤        │
│  │                          │          │                              │        │
│  │                          │          │                              │        │
│  │                          │          │                              │        │
│  │                          │          │                              │        │
│  │                          │          │                              │        │
│  │                          │          │                              │        │
│  └──────────────────────────┴──────────┴──────────────────────────────┘  ▼     │
└──────────────────────────────────────────────────────────────────────────────┘
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|◄ |◄◄ | ◄ | ► | ►► | ►| [🔍] [🔍] [CANCEL] [🖨]   [Add]

[▓▓▓▓▓▓]   [Search]   [Delete Father]   [Delete Child]

Empty record [WORK.PFRCASE.DB]   Edit

General Information:

In order to move through the child table, you may use the up/down, left/right arrow keys or you may use the scroll bar to the right of the table frame.

All dates must be entered with the century format, i.e., MM/DD/YYYY.

Only one father per internal ID may be registered. Each father may have multiple child records.

Gray Status Bar:

The gray bar at the bottom of the screen is known as the status bar. Messages will be displayed here giving you additional instructions or help in entering the registry information.

Buttons:

The first six buttons are used to move you from record to record. These are know as directional buttons. The first three buttons will move you backwards, the last three will move you forward through the Putative Father Registry records and/or the child table. *To use these buttons for viewing the child data, you must click on the child table first.*

Clicking this button will move you to the first record in the table.

Clicking this button will move you to the last record in the table.

Clicking this button will move you backward one page at a time.

Clicking this button will move you forward one page at a time.

Clicking this button will move you backward one record at a time.

Clicking this button will move you forward one record at a time.

The next two buttons with the magnifying glass are known as the locate buttons. The first button is used to locate the first occurrence of particular record. The second locate button is used for locating other records which meet the same criteria of the first locate.

The **CANCEL** button is used to "undo" changes.

The Print button is not available at this time.

The **Add** button is used to add putative fathers.

The **Main Menu** button will take you back to the main menu.

The **Search** button will allow you to search for a particular father using the either the child's name or the mother's name.

The **Delete Father** button will delete a father and all related child data.

The **Delete Child** button will delete a child from a putative father record.

Fields Names and Descriptions:

Putative Father Information:

Internal ID: **REQUIRED** - the value for this field is generated by the computer when you click the **Add** button. This field can not be changed.

Date Registered: enter date father was registered in PFR. Format MM/DD/YYYY

Father's SSN: enter SSN of father if known. PFR System will automatically put in the dashes for you. Format: ###-##-####

Father: **REQUIRED** - enter the name of the father, up to 30 characters.

Address: enter the address of the father, up to 30 characters.

City: enter city, up to 20 characters.

State: enter status, 2 characters. Default will be AL.

Zip: enter the zip code, format #####-####. Only the first five digits are required.

Child Information:

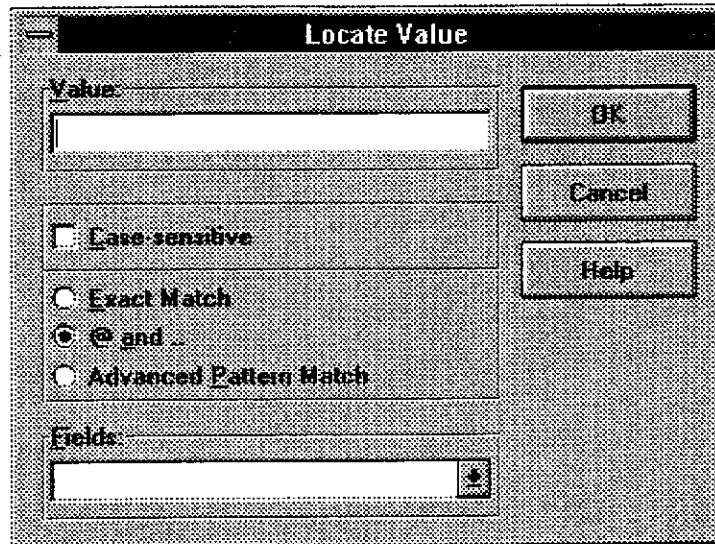**Child:** **REQUIRED** - enter name of child, up to 30 characters.

DOB: - enter child's date of birth. Format: MM/DD/YYYY.

Mother: enter name of mother, up to 30 characters.

<u>**How To...:**</u>

Find a particular Putative Father:

- **Click on the Locate button** [icon].
- **Locate Value Dialog box appears:**

Locate Value

Value:

[ ]

OK

Cancel

Help

☐ Case-sensitive

○ Exact Match
◉ @ and ..
○ Advanced Pattern Match

Fields:

[▼]

- **Choose the field that contains the value you want to locate.** Select field by clicking on the down arrow under Fields located near the bottom of the dialog box.
- **Choose if you want Paradox to match capitalization.**
- **Choose the pattern matching option you want.** For more information on pattern matching see Appendix A.
- **Enter value to search in the value box.**
- **Click on the OK button.**
- If the locate was successful, the record with the first occurrence of that value will be displayed on the screen. If the locate was not successful, a message in the status bar at the bottom of the screen will be displayed indicating "search value" was not found.

Find the next occurrence of locate value:

- **Click on Locate Next button.**
- if the locate next was successful, the record with the next occurrence of that value will be displayed on the screen. If the locate next was not successful, a message in the status bar at the bottom of the screen will be displayed indicating "search value" was not found.

Add a new record:

- Click on the **Add** button. This will bring up a blank data entry screen.

The following fields are required to register a new father for the PFR System:

> **Internal ID** this will automatically be entered for you.
> **Father's Name**

The following fields are required to enter a new Child record:

> **Child's Name**

Cancel or "UNDO":

- Pressing this button will "undo" any changes made while you are editing the PFR information or the child information. **Note**: Once you have move off the PFR information to the child information, the **Cancel** button will not "undo" changes to the PFR information, only to the child information.

Print PFR:

- Function Not Available.

Return to Main Menu:

- Click on **Main Menu** button.

Delete a Father:

- **Locate** Father you wish to delete.
- Click on the **Delete Father** button.
- Confirm Delete by clicking on the Yes, No or Cancel button.

IMPORTANT: Deleting a Father will also automatically delete each associated child record(s) that are related to that PFR.

Delete a Child:

- **Locate** the child you wish to delete and click on that child's name.
- Click on the **Delete Child** button.
- Confirm Delete by clicking on the Yes, No or Cancel button.

Search for a particular father by search for a particular child or mother:

- Click on the **Search** button. This function may be accessed from the PFR screen or the Main Menu. After clicking on the **Search** button the following search window will open:

DEPARTMENT OF HUMAN RESOURCES [PUTATIVE FATHER REGISTRY]	

File Edit View Form Record Properties Tools Window Help

Date Registered : 1/1/1997   Internal ID : 1

Father's SSN: 382-00-3840   Father: test

Addr

City:

PFR CHILD/MOTHER SEARCH

test	12/29/1997	test test
Betty Smith		Sue Smith
Jimmy Smith		Mary Smith
Judy Smith		Mary Smith
Larry Smith		Sue Smith
Gina Johnson		Mary Johnson
Nick Johnson		Mary Johnson

Cancel   O.K.

CANCEL   Add

Search   Delete Father   Delete Child

- **Click on the Locate button** [🔍].
- **Locate Value Dialog box appears:**

Locate Value

Value:

[   ]   **OK**

                               Cancel

☐ Case-sensitive   **Help**

○ Exact Match
● @ and ..
○ Advanced Pattern Match

Fields:

[▼]

- **Choose the field that contains the value you want to locate.** Select field by clicking on the down arrow under Fields located near the bottom of the dialog box. In this case you would select either child or mother.
- **Choose if you want Paradox to match capitalization.**

- **Choose the pattern matching option you want.** For more information on pattern matching see Appendix A.
- **Enter value to search in the value box.**
- **Click on the OK button.**
- If the locate was successful, the record with the first occurrence of that value will be displayed on the screen. If the locate was not successful, a message in the status bar at the bottom of the screen will be displayed indicating "search value" was not found.
- If you find the person you are looking for, clicking the **O.K.** button otherwise click the **Cancel** button to return to the PFR entry screen or the Main Menu.

Section II

Database Structure

DATABASE STRUCTURE
PFRCASE.DB FILE
PUTATIVE FATHER INFORMATION

Field Name	Type	Size	Key	Field ID	Required Field	Default Value	Picture Value	Table Lookup
Internal ID	I		*	1				
Date Registered	D			2			##/##/####	
Father	A	30		3				
Father SSN	A	11		4			###-##-####	
Address	A	30		5				
City	A	20		6				
State	A	2		7		AL		
Zip	A	10		8			*5{#}[-*4#]	

Type Definitions:
   A - Alpha and/or Numeric charactors
   D - Date field - format MM/DD/YYYY
   M - Memo field - enter as much
      information as you want
   $ - Dollar amount field
   S - Short numeric field
   I - Interger
   N - Long numeric

Picture Value Definitions:
   # - Numeric Digit only
   & - Any Letter - Convert to Uppercase
   ! - Any Character - Convert to Uppercase
   @ - Any Character
   * - Any number of repeats of the following
      characters

DATABASE STRUCTURE
PFRCHILD.DB FILE
CHILD INFORMATION

Field Name	Type	Size	Key	Field ID	Required Field	Default Value	Picture Value	Table Lookup
Internal ID	I		*	1				
Child	A	30	*	2	*			
DOB	D			3			##/##/####	
Mother	A	30		4				

Type Definitions:
A - Alpha and/or Numeric charactors
D - Date field - format MM/DD/YYYY
M - Memo field - enter as much
    information as you want
$ - Dollar amount field
S - Short numeric field
I - Interger
N - Long numeric

Picture Value Definitions:
- Numeric Digit only
& - Any Letter - Convert to Uppercase
! - Any Character - Convert to Uppercase
@ - Any Character
* - Any number of repeats of the following
    characters

Appendix

APPENDIX A
PATTERN MATCHING OPTIONS

1. Simple Match Patterns

By default, Paradox makes available the @ and .. wild card operators for simple pattern matching.

- @ represents and single character
- .. represents any value

2. Exact Match

If you don't want to match a pattern, choose the Exact Match button. Paradox then located only values that match exactly what you enter in the Value text box.

3. Advanced Match Patterns

Choose the Advanced Pattern Match Button if you want to use Paradox's advanced wild card operators. Table A-1 shows a list of the advanced wild card operators you can use to match patterns.

Table A-1 Wild card operators used in advanced pattern matching

Wild card	Operation
^	Beginning of field
$	End of field
*	Match none or more of the expression before the *
+	Match one or more of the expression before the +
?	Match one or more of the expression before the ?
|	Match either the characters before or after the vertical bar
[]	Match any characters contained within the brackets
[^]	Match any characters not contained within the brackets
()	Group contained characters
\	Use following wild card operator as a regular character
\r	Carriage return
\n	Linefeed
\t	Tab
\f	Formfeed

You can combine wild card operators to create sophisticated locate criteria. Table A-2 shows examples of some patterns and the results they yield.

Table A-2   Examples of pattern matching

Pattern	Result
..blue..	Blue sports, divers of blue-green, Blue Glass Happiness
blue..	Blue sports, Blue Glass Happiness
^blue..	Blue Sports, Blue Glass Happiness
^blue	Blue Sports, Blue Glass Happiness
^blue|^dive	Blue Sports, Divers of blue-green, Divers' Grotto
^(blue|dive)	Blue sports, Divers of blue-green, Divers' Grotto
abc	abc
abc+	abc, abcc, abccc (any number of c's)
abc*	ab, abc, abcc, abccc, (no c or any number of c's)
abc?	ab, abc (no c or one c)
[abc]	a, b, or c
[^abc]	anything except a, b, or c
[a-z]	Any character in the range a-z
[]^*^]	The characters], /, \, *, or ^
(abc)	abc
(abc)+	abc, abcabc, abcabcabc
a|(an)	Either a or an
c..k	The longest possible string that begin with c and ends with k
c[^]k	A single word that begins with c and ends with k